



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Circular Letter No. : 2015-07
Date : 18 February 2015
Supersedes : CL No. 5-2014 dated
14 February 2014

CIRCULAR LETTER

**TO : ALL INSURANCE COMPANIES AUTHORIZED TO TRANSACT
BUSINESS IN THE PHILIPPINES**

**SUBJECT : QUALIFYING INSURANCE AGENTS' EXAMINATIONS FOR
YEAR 2015**

The qualifying examinations for insurance agents for year 2015 shall be in accordance with the following guidelines and attached schedule:

I. Basic Requirements

1. Before the examination, the applicant or the duly authorized representative of the insurance company shall present to the designated personnel of the Licensing Division the following documents:
 - a. Duly accomplished application form and 1x1 ID pictures (2 copies);
 - b. Original and one (1) photocopy of the certificate of training from insurance company/association;
 - c. Original copy of the certificate of good moral character from the insurance company, or in lieu thereof, barangay/NBI clearance; and
 - d. Examination fee:
 - i. **Seven Hundred Ten Pesos (Php 710.00)**, if qualifying examination is taken in Manila, IC Cebu District Office and IC Davao District Office.
 - ii. **One Thousand Ten Pesos (Php 1,010.00)**, if qualifying examination is taken in places other than the aforementioned venue for examination.

2. Failure to take the examination on the scheduled date shall mean forfeiture of the examination fee paid.
3. Only blue or black sign pen/ballpen shall be allowed to be used during the examination.

II. Examinations at the IC Head Office in Manila

1. Examinations shall be conducted Tuesdays to Fridays, at 8:30 A.M- 9:30 AM for the first batch and 9:30 AM- 10:30 AM for the second batch.
2. The applicant shall pay the examination fee at the IC Cashier's Office, 2nd Floor, IC Manila Office, and shall present the corresponding Official Receipt to the designated personnel at the Licensing Division.

III. Examinations at the IC Cebu and Davao District Offices

1. Examinations in the aforesaid District Offices shall be conducted every Wednesdays at 8:30 AM-9:30 AM (1st batch) and 10:00 AM-11: AM (2nd batch).
2. The requirements, Item I (a-c) shall be submitted to the concerned District Office at least ten (10) days before the scheduled examination.
3. Examination fees shall be paid at the IC Head Office in Manila.
4. The transmittal letter, stating therein the names of the examinees and the corresponding Official Receipts issued, shall be presented to the designated personnel of the IC District Office prior to the conduct of the examination.


IV. Examinations at other designated places

1. The Schedule of Regular Insurance Agent's Examination is attached hereto as "Annex A".
2. The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
3. The minimum required number of examinees shall be **fifty (50)** for the Regular Insurance Agent's Examination, and **thirty (30)** for the Special Insurance Agent's Examination.
4. Examination fees shall be paid in advance to the Cashier's Office, IC Head Office Manila.
5. The insurers' and/or agents' associations shall submit to the Licensing Division of the Insurance Commission the list of examinees and the corresponding Official Receipt Number issued for the payment of the examination **at least ten (10) working days before the scheduled date**

of examination. Names not submitted in advance shall not be allowed to take the examination.

6. For examinations conducted in places other than the IC Head Office in Manila and IC District Offices in Cebu and Davao, the payment of the examination fee should be made **at least ten (10) days before the scheduled examination.**
7. Absence of the notice from the concerned insurance association or insurance company shall mean that there are no examinees.

This Circular takes effect immediately.



EMMANUEL F. DOOC
Insurance Commissioner

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**Schedule of Regular Insurance Agent's Examination
for Year 2015**

February	March	April	May	June	July	August	September	October	November	December
(7)	(7) Baguio, Benguet	(4) X	(2) Lucena City, Quezon	(6) Tacloban City, Leyte	(4)	(1) Tagbilaran City, Bohol	(5) Baguio City	(3)	(7)	(5) Tacloban City, Leyte
(14) Dagupan City	(14) San Fernando, La Union	(11) Puerto Princesa, Palawan	(9) Zamboanga City	(13) Naga, Camarines Sur	(11) Bacolod City, Negros Occidental	(8)	(12) San Fernando, La Union	(10)	(14) Cagayan De Oro, Misamis Oriental	(12) Bacolod City, Negros Occidental
(21) Baguio	(21) Iloilo City	(18) Tuguegarao Cagayan	(16) Legazpi, Albay	(20) Cagayan De Oro, Misamis Oriental	(18)	(15) Ozamis City Misamis Occidental	(19) Cagayan De Oro, Misamis Oriental	(17) Tuguegarao, Cagayan	(21) Naga	(19)
(28) Cagayan de Oro, Misamis Oriental	(28) General Santos City	(25) Bacolod City, Negros Occidental	(23) Iloilo City	(27) General Santos City	(25)	(22) Iloilo City	(26) General Santos City	(24) Bacolod City, Negros Occidental	(28) Iloilo City	(26)
			(30) San Fernando, Pampanga			(29)		(31)		

*Numbers in parenthesis represent the date of the month